

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 14/2014
OPENING DATE: 04/15/2014
CLOSING DATE: 05/06/2014
POSITION TITLE: ROVING SECRETARY (up to 3 positions), FSN-7*
WHO MAY APPLY: ALL HOST COUNTRY NATIONALS
OFFICE: USAID/Central Asian Republics/Almaty, Kazakhstan

MAJOR DUTIES: Under the general supervision of the Executive Office Administrative Assistant the incumbent serves as a roving secretary to cover the absences of regular secretaries, to handle special projects, and to provide support during peak periods in the Mission: 1) schedules meetings, makes appointments and maintains calendars as appropriate; 2) drafts and/or types routine cables, non-technical letters, memoranda, cables, reports, and responses to requests for information; ensures outgoing correspondence is properly formatted in accordance with the protocol procedures, has correct spelling, grammar and punctuation; 3) handles telephone calls and coordinates requests received and ensures all are taken care of as appropriate; 4) escorts visitors to and from the office; 5) receives incoming mail and correspondence, reviews for action, and distributes to appropriate staff members; 6) develops and maintains office filing system according to USAID regulations; 7) maintains time and attendance (T&A) records for staff and prepares T&A reports; 8) prepares travel requests and travel reimbursement vouchers; 9) serves as an interpreter and translates various technical documents; 10) other duties as assigned.

MINIMUM QUALIFICATIONS/SELECTION CRITERIA:

- **Education, skills and experience (50%):** University Degree or host country equivalent in international relations, public administration or other relevant area. Minimum three years of progressively responsible secretarial and administrative experience with an international organization. Must have broad analytical skills and ability to simultaneously carry out a variety of tasks. Good knowledge of correspondence format and reporting procedures, records file management, mail handling, timekeeping procedures and general understanding of general administrative requirements. A sound knowledge of computer software and demonstrated proficiency in word processing and electronic information handling (MS Office (MS Word, Excel, etc), Power Point, internet, spreadsheets, etc.). Good operational knowledge of office equipment (copy machine, scanner, tel/fax) and typing proficiency.

***Full Performance Level:** At least one year with the U.S. Government agency and strong knowledge of protocol and USAID administrative procedures.

- **Teamwork/Interpersonal and Communication Skills (30%):** Quick learner, able to adapt to changing work environment. Candidate must be highly organized, be strongly customer service oriented, and able to prioritize work assignments, to work under pressure and under minimum supervision and in a team. Excellent communication and interpersonal skills, ability and willingness to function in a collaborative and collegial environment; balanced judgment and strong initiative. Ability to work well over the telephone.

- **Language skills (20%):** Level IV (Fluent) Russian and English. Good Working knowledge of Kazakh is highly desired.

TO APPLY: The successful applicant must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references. Candidates for trainee levels and applications on file may be considered. Packages should be received at the Executive Office (EXO) USAID/CAR, 41, Kazibek Bi St., Almaty 050010, Kazakhstan; Tel: (7-727) 2507612/17; Fax: (7-727) 2507634; E-mail: almaexo_hr@usaid.gov by COB Tuesday, May 6 2014. A copy of the Position Description is available in EXO/Personnel (ext 6353).

USAID/CAR reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.